



# HVAC System Maintenance

Get better control of your energy bill by conducting regular HVAC maintenance, ensuring optimal efficiency and comfort, while avoiding a system failure in severe weather when you need it most.

Follow these five easy steps



step one

## Check air filters monthly

ENERGY STAR® recommends changing your air filters every three months at minimum. Remember the arrow on the filter should point IN toward the wall.



step two

## Get a professional tune-up

Your heating and cooling system should get a tune-up annually to keep it running as efficiently as possible.



step three

## Have your ductwork inspected & repair any leaks

If your ductwork runs through non-conditioned space, make sure it is sealed properly and insulated so that you do not lose any of the air you are paying to heat or cool.



step four

## Keep your outside condenser unit clean

Keep your unit and fan clear of grass, vegetation, debris or weeds. Also consider shading your condenser unit. You will save energy if your unit is processing cooler air.



step five

## Watch the thermostat

Setting your thermostat one or two degrees higher in the summer or a few degrees lower in the winter can save wear and tear on your system and make a big difference in energy usage.